

NATIONAL HEADQUARTERS
CIVIL AIR PATROL
500 FIFTH AVENUE
NEW YORK 18, NEW YORK

Operations Directive)
No. 16-C)

1 January 1944

REIMBURSEMENT SCHEDULES FOR COURIER MISSIONS
AND MISCELLANEOUS SERVICES

(This Operations Directive No. 16-C supersedes Operations Directive No. 16-B of 1 June 1943, which is hereby rescinded as of midnight 31 December 1943, and which will be removed from files.) The table of rates included herein will supersede all previously published schedules of rates.

1. General

a. Excepting Courier Missions and Miscellaneous Services performed as a "Base or Unit operation" as defined in Section I, paragraph 5, General Memorandum No. 61-A, this Headquarters, Insurance Information, 1 January 1944, the reimbursement schedules included herein apply to all Civil Air Patrol operations involving Courier Missions and Miscellaneous Services performed at the request of, and with funds furnished by, any federal or state government of the United States, or any subdivision, unit, department or agency thereof, by the American Red Cross, or by any war industry. These schedules do not apply to operations involving Forest Patrol, Pipe Line Patrol, Border Patrol, Tow Target Service, or demonstration and/or familiarization flights for Air Cadet and Air WAC Recruitment.

b. All requests for CAP Courier Service made by agencies of the Federal Government, and all arrangements attendant thereto, will in each case be cleared with and approved by the National Commander, Civil Air Patrol.

c. Except in cases of emergency, complete arrangements as to procedure to be followed in making reimbursement for services performed under the schedules included herein will be worked out with the requesting agency before said missions are undertaken.

d. All missions will in each case be covered by official Operations Orders in accordance with the provisions of Operations Directive No. 5, "Operations Orders for Flight Missions," 6 March 1942.

e. Operations reports, on forms which will be furnished by National Headquarters, will be submitted to National Headquarters in single copy, each day, in connection with all missions which are paid through National Headquarters.

f. A summary report will be forwarded in duplicate to National Headquarters, on Form No. 646, the 1st and 15th of each month covering all missions performed during the preceding two-week period.

2. Per Diem for Personnel

a. Until further notice, the following Per Diem Schedule will apply to such personnel as may be authorized by National Headquarters for the particular operation involved:

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(1)	Operations Officer.....	\$8.00
(2)	Assistant Operations Officer.....	8.00
(3)	Pilots.....	8.00
(4)	Observers.....	7.00
(5)	Clerk Typists.....	5.00

b. If personnel are on duty for less than a full day, specify the time in quarterly fractions of a day and compute the amount due on per diem vouchers accordingly. Example: 3/4 day - Pilot - Amount due \$6.00.

3. Hourly Rates and Daily Stand-By Allowances for Aircraft

Until further notice, the following Hourly Rates and Daily Stand-By Allowances will be paid for the use of aircraft:

<u>*H.P.</u>	<u>Operations & Maintenance</u>	<u>Depreciation</u>	<u>**Insurance</u>	<u>Total</u>	<u>***Daily Stand By Allowance</u>
50-60	\$ 2.56	\$ 2.00	\$ 1.06	\$ 5.62	\$.30
65-75	2.76	2.50	1.31	6.57	.40
80-120	4.46	3.50	2.56	10.52	.90
125-165	6.46	5.00	3.06	14.52	1.10
175-220	7.46	5.00	3.56	16.02	1.30
225-245	9.46	5.00	4.31	18.77	1.60
250-295	10.66	6.25	5.31	22.22	2.00
300-345	12.56	7.50	7.81	27.87	3.00
350-395	15.36	8.75	9.31	33.42	3.60
400-445	20.06	10.00	10.81	40.87	4.20

* The proper Hourly Rate to be paid for the use of an airplane is determined by the horsepower rating (maximum, except take-off) recorded by the Civil Aeronautics Administration for the particular airplane in question. The manufacturer's horsepower rating of an engine is not necessarily the same as the "maximum, except take-off" rating recorded by the Civil Aeronautics Administration.

** The figures presented in the Insurance column of the foregoing schedule include the hourly premium charge for accident insurance for Civil Air Patrol Pilots only. In case the pilot carries with him an observer and/or passengers, excepting members of the armed services of the U. S. (Army, Navy, Marines) on active duty, add \$0.18 to the hourly insurance charge for each such additional occupant (this includes members of CAP) of the airplane and make a corresponding increase in the total hourly rate.

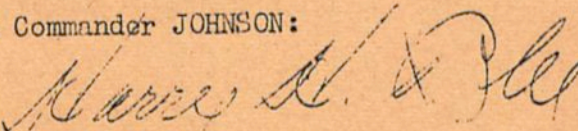
*** Stand-by allowances presently apply to the courier services being performed for the Second Air Force only. For any other courier or miscellaneous services, special arrangements will have to be made by National Headquarters for this coverage.

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4. Required Insurance

Liability Insurance, Crash Insurance, and Accident Insurance are required on all operations covered by these schedules and no aircraft or personnel will engage in said operations until such insurance is first secured in the manner set forth in insurance instructions issued by Civil Air Patrol in Section II, paragraph 21, General Memorandum No. 61-A. Except for missions which are paid for through National Headquarters, such insurance is not automatically available. In order to put such insurance into effect, it is necessary that a prepaid telegram, following the specimen form presented on page 12 of General Memorandum 61-A, be sent to a designated insurance underwriter prior to the take-off of each mission advising that the mission is being performed.

By direction of National Commander JOHNSON:



HARRY H. BLUE
Colonel, Air Corps
Operations Officer
Civil Air Patrol